



Virginia Sexual and Domestic Violence Victim Fund

Calendar Years 2013 and 2014 Program Guidelines and Application Procedures

Department of Criminal Justice Services

Division of Programs and Services
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Virginia Sexual and Domestic Violence Victim Fund
2013-2014 Grant Guidelines

Table of Contents

INTRODUCTION	3
SOURCES OF FUNDING AND AMOUNT AVAILABLE.....	4
GRANT LIMITS.....	4-5
ELIGIBILITY CRITERIA FOR DISCRETIONARY GRANTS.....	5
PRIORITIES FOR FUNDING	
CONTINUATION APPLICATIONS AND ONE TIME PROJECTS.....	5-7
PRIORITIES FOR NEW INITIATIVES.....	7-8
EVALUATION AND REPORTING.....	8-9
QUARTERLY PROJECT PROGRESS REPORTING	
FINANCIAL REPORTING	
APPLICATION DEADLINE.....	9
REVIEW PROCESS.....	10
TECHNICAL ASSISTANCE AND TRAINING.....	10
SUMMARY INSTRUCTIONS FOR COMPLETING THE APPLICATION.....	12
DETAILED INSTRUCTIONS FOR COMPLETING THE APPLICATION	
I. Cover Sheet and Itemized Budget (Attachment 1A and 1B).....	14-16
Budget Narrative.....	15-18
II. Project Description.....	18-24
A. Project Overview (New applicants only).....	18-20
B. Need Justification (New applicants only).....	19-20
C. Goals and Objectives (All applicants).....	20
D. Program Progress (Continuation applicants).....	20-21
E. Implementation Plan (New applicants only).....	21
F. Evaluation Plan (All applicants).....	21-22
G. Evidence of Community Collaboration (Continuation Applicants)....	22
H. Cooperative Agreements (All applicants).....	22-23
GENERAL GRANT CONDITIONS AND ASSURANCES (Attachment 4).....	24
LIST OF FORMS AND ATTACHMENTS.....	24

**Virginia Sexual and Domestic Violence Victim Fund
Program Guidelines and Application Procedures
Grant Period: January 1, 2013 to December 31, 2014**

Introduction

In 2004, the Virginia General Assembly passed legislation creating the Virginia Domestic Violence Victim Fund (VDVVF). In 2006, the Virginia General Assembly passed additional legislation changing the name of the fund from the Virginia Domestic Violence Victim Fund to the Virginia Sexual and Domestic Violence Victim Fund (VSDVVF), effective July 1, 2006. This change more accurately reflects the purpose of the funding and clarifies that resources should be focused on addressing both sexual and domestic violence.

The Department of Criminal Justice Services (DCJS) is the administering agency for this fund. Therefore, pursuant to § 9.1-116.1 of the Code of Virginia, DCJS is announcing the availability of funding to assist in protecting and providing necessary services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse.

Over the two-year grant period, approximately \$2.4 million will support projects in non-profit programs, local units of government, and state agencies that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking and family abuse.

Additionally, over the two-year grant period, approximately \$2.4 million will also be distributed to local attorneys for the Commonwealth for the purpose of funding the cost of attorneys or to further dedicate existing resources to prosecute felonies and misdemeanors involving sexual violence, domestic violence, stalking, and family abuse. These prosecution grants will be made through a separate process. Eligible applicants in the prosecution category will be determined based on a formula and will be notified by DCJS if they qualify for funding.

Funds allocated during this cycle will be for the 24-month period January 1, 2013 - December 31, 2014. Separate awards will be made for each calendar year cycle (January 1 to December 31).

These guidelines provide detailed guidance to aid applicants seeking funds through the competitive grant process in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms, including a need justification and project goals and objectives. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

Sources of Funding and Amount Available

The Virginia Sexual and Domestic Violence Victim Fund supports this grant program.

It is anticipated that approximately \$2.4 million will be available to support discretionary programs for the 24-month period, January 1, 2013 to December 31, 2014.

The amount available is dependent upon deposits into the Virginia Sexual and Domestic Violence Victim Fund. These funding amounts are based on the information available to DCJS at the time of publication. These figures are estimates and may change.

Eligibility Requirements for Continuation VSDVVF Applicants

During the 2013-2014 grant cycle, priority for funding will be given to continuation applicants who have successfully implemented their projects and are making satisfactory progress meeting the goals and objectives outlined in their 2011-2012 grant application.

In the event of a significant increase or decrease in the total amount of funds available in CY2014, DCJS will notify all grantees and provide guidance regarding changes to the CY2014 awards.

As a part of a long-term plan to ensure that a portion of VSDVVF grant funds is available for new initiatives, DCJS may develop a cost-assumption plan for continuation grantees.

Grant Limits

Current Grantees Applying for Continuation Funding

In response to the economic environment and in an effort to stabilize services, DCJS will **not** require continuation VSDVVF grantees to reduce their VSDVVF budget requests. However, no increases to continuation VSDVVF grants will be approved. Current VSDVVF grantees are eligible to apply for level funding for CY2013 and CY2014. (Attachment 6)

Applicants for New On-going Projects

These funds will be awarded through a competitive grant application process.

Applicants submitting **proposals for new on-going projects** through the competitive grant process may request a **maximum award of \$50,000** for each calendar year of the 24-month period January 1, 2013 to December 31, 2014 for a total maximum request of \$100,000.

Please note that given funding constraints, only one new on-going project is likely to be funded during the 2013-2014 grant cycle.

Applicants for One-Time Projects

During the 2013-2014 grant cycle, approximately \$100,000 will be available for one-time projects addressing the priorities outlined on pages 4 and 5. Applicants submitting **proposals** for one-time

projects may request a **maximum award of \$50,000** for each calendar year of the 24-month period January 1, 2013 to December 31, 2014, for a total maximum request of \$100,000.

It is anticipated that **only one new one-time grant** will be funded during the 2013-2014 grant cycle.

All applicants are strongly encouraged to request only the absolute minimum amount necessary to implement programs. For example, personnel costs for a part-time or full-time staff person and minimal, necessary operating expenses, including travel and supplies, are reasonable program costs.

To promote the retention of qualified project staff, applicants are encouraged to request competitive salaries.

Eligibility Criteria for Discretionary Grants

Virginia Sexual and Domestic Violence Victim Fund grants are available to non-profit programs, local units of government, and state agencies that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse. Eligible applicants include law enforcement agencies, victims' services programs, and programs that provide civil legal assistance. Public college and university campus programs are eligible to apply, as are private, non-profit hospitals.

Grant funds **may not** be used to support programs for perpetrators.

Eligibility Requirements for New VSDVVF Applicants

DCJS will only accept applications for **NEW** initiatives for the 2013-2014 VSDVVF funding cycle that address at least one of the specific priority areas detailed on pages 5 and 6. Please note that only **one (1) new one-time project** and **one (1) new on-going project** are likely to be funded during the 2013-2014 grant cycle.

Priorities for Funding for Continuation Applicants and One Time Projects

As previously indicated, during the 2013-2014 calendar year grant cycles, priority for funding will be given to **continuation applicants** who have successfully implemented their projects and are making satisfactory progress meeting the goals and objectives outlined in their 2011-2012 grant applications.

Projects that do not meet the goals and objectives outlined in their grant proposal may be placed on probationary status and be required to provide corrective action plans, or may be denied continuation funding.

In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program**

will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS may waive this provision. If an extension for a financial or progress report is needed, it must be requested by the grantee in writing before the report due date. This is a Criminal Justice Services Board policy that applies to all grant programs administered by DCJS.

As funds permit, DCJS will award up to 10% of the amount available through the competitive process for **one-time projects**, such as development of SART teams, training initiatives, resource development, or major equipment purchases directly related to providing or enhancing services to victims of sexual violence, domestic violence, stalking, and family abuse.

As funds permit, DCJS will award at least 25% of the amount available through the competitive process to applicants from **rural jurisdictions**.

In addition to the purposes outlined in § 9.1-116.1 of the Code of Virginia, the following **priorities** have been identified for **continuation applicants and one-time projects**:

- Initiatives that provide services to victims of sexual violence, including projects that specialize in adult, non-stranger sexual assault.
- Initiatives that provide services to children who experience sexual violence.
- Initiatives that provide services to children who witness domestic violence.
- Initiatives that provided services to adult victims of human trafficking.
- Initiatives that provide training on collaboration and/or on developing, implementing, and maintaining an effective coordinated community response for local authorities and programs working with victims of and children affected by sexual violence, domestic violence, stalking, and family abuse.
- Initiatives that develop or improve protocols for forensic examination and evidence collection in cases that involve sexual violence, domestic violence, stalking, and family abuse. Allowable costs may include funding for a forensic nurse, equipment, training, or development of a local or regional SART protocol, among others. *Grant funds **cannot** be used to pay for the cost of PERK exams.*
- Initiatives that address sexual violence, intimate partner violence, and stalking on college and university campuses.
- Initiatives that develop and/or strengthen law enforcement response to sexual violence, domestic violence, stalking, and family abuse. Allowable costs may include funding for an officer focusing on crimes involving sexual and/or domestic violence; a civilian liaison to victims of sexual violence, domestic violence, stalking, and family abuse; or training to improve officer response to sexual violence, domestic violence, stalking, and family abuse.

- Initiatives that seek to improve services to underserved populations, including people affected by sexual violence, domestic violence, stalking, and family abuse in the following categories:
 - Geographic: people who live in rural areas or tribal areas.
 - Racial/Ethnic minorities: people who identify as African-American, Asian-American, Pacific Islander, Hispanic, Native American, or as a part of other underserved racial/ethnic groups.
 - Immigrants/Refugees: people who have come to the United States to take up temporary or permanent residence; people who have fled to the United States to escape danger or persecution.
 - Non-English speaking victims: people for whom English is not their primary language, who may speak Spanish, Korean, Arabic, or some other language as their primary means of communication.
 - Other special needs: people with mental/emotional disabilities, people with physical/medical disabilities, older women, pregnant women, high risk (people who are formerly incarcerated, people who are currently or who have previously engaged in acts of prostitution, people who use and/or abuse substances, etc.) and people who self-identify as lesbian, gay, bisexual, or transgender.

Priorities for New Initiatives

DCJS will only accept applications for NEW initiatives for the VSDVVF funding cycle which includes calendar years 2013 and 2014 that address at least one of the specific priority areas identified below.

- Sexual violence projects that provide services to children and youth (17 years of age and under) who have been impacted by family violence and/or sexual violence
- Initiatives that provide services to children and youth (17 years of age and under) who are exposed to domestic violence
- Initiatives that provide services to children and youth (17 years of age and under) who are exposed to sexual violence
- Initiatives that provide services to victims of sexual violence, including projects that specialize in adult, non-stranger sexual assault
- Initiatives that address and/or provide services to victims of human trafficking, including projects that focus on children and youth (17 years of age and under)
- Initiatives that seek to improve services to people affected by sexual violence in underserved populations, in the following categories:

- Individuals with mental/emotional disabilities,
- Individuals who are formerly incarcerated,
- Individuals who use and/or abuse substances.

Program Requirements

Non-supplantation: VSDVVF funds **may not be used to supplant** state, local or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to **increase** the total amount of funds used to support sexual violence, domestic violence, stalking, and family abuse services. State, local or other funds currently allocated to provide services to victims of or children affected by these crimes may not be reallocated to other purposes, if a VSDVVF grant is awarded.

All programs are required to comply with the General Grant Conditions and Assurances. (Attachment 4)

Grant Period

These guidelines describe application procedures for the 24-month grant period January 1, 2013 through December 31, 2014. Applicants should submit a separate grant application for each calendar year of the 24-month grant cycle (January 1, 2013 to December 31, 2013 **and** January 1, 2014 to December 31, 2014).

Applicants requesting funds for one-time projects may submit applications for both calendar years of the two-year grant cycle **or** they may elect to apply for funding for only one year.

Separate awards will be made for each calendar year of the 24-month grant cycle.

Staffing Limits

Applicants are strongly encouraged to request only the absolute minimum number of staff necessary to implement programs. To promote the retention of qualified project staff, applicants are encouraged to request competitive salaries.

Matching Funds

Grant applicants are not required to provide matching funds.

Evaluation and Reporting

All grant-supported programs are required to complete and submit quarterly Project Progress Reports and Financial Reports by the 12th business day after the close of each quarter (a

schedule of report due dates is included in the award package). On-site monitoring visits of grant-funded activities, as well as routine desk audits; annual risk assessments; and/or technical assistance consultations will be conducted with each grant-funded program.

Quarterly Project Progress Reporting

Sexual and Domestic Violence Victim Fund Software

DCJS has developed a Sexual and Domestic Violence Victim Fund System (SDVVF) software package to capture required progress reporting data elements. Grantees are required to use the SDVVF system and must submit progress reports electronically. This software is provided to grantees free of charge. Technical assistance is available for grantees.

VSDVVF Grantees are required to upload the completed VSDVVF quarterly progress report into the [Grants Management Information System \(GMIS\) system](#). For more information on how to complete the reporting upload to GMIS via the SDVVF reporting system, please review the User's Manual for your program. Complete information on reporting requirements can be viewed on the DCJS website at <http://www.dcjs.virginia.gov/victims/vdvvfForms.cfm>.

Financial Reporting:

DCJS has developed the Grants Management Online Information System to manage financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found on the DCJS website at <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm>.

Deadline

An original and three (3) **unbound** copies of the grant application must be received by DCJS by **4:30 p.m. on Friday, September 21, 2012**. Applications should be submitted to:

Department of Criminal Justice Services
Attn. Janice Waddy
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Late applications will not be accepted. Faxed or electronic applications will not be accepted. Applications may be hand-delivered or mailed for receipt by DCJS no later than 4:30 pm on Friday, September 21, 2012.

Review Process

Both DCJS and non-DCJS staff with subject matter expertise will review all applications. Based on the amount of funding available, the priorities outlined in these guidelines, the number of applications received, and the quality and completeness of applications, the grant review committee will make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The subcommittee will meet to review the recommendations and will make final recommendations for consideration by the full CJSB in December 2012.

If the subcommittee of the CJSB recommends for substantive reasons that an application not be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB.

Applications denied due to insufficient funds cannot be appealed. DCJS will notify any applicants eligible for appeal.

The recommendations of the appeals panel will be presented to the CJSB for final action. Based upon the CJSB's action, awards will be approved for the 24 month grant period January 1, 2013 to December 31, 2014 . Fiscal and programmatic revisions may be required as a condition of funding.

Availability of Guidelines on the Internet

VSDVVF guidelines for the grant period January 1, 2013 to December 31, 2014, including the necessary grant application forms and instructions, may be downloaded from the DCJS website beginning July 23, 2012 at <http://www.dcjs.virginia.gov/> under "What's New".

Technical Assistance and Training

Applicants for New On-going and One-time Projects are strongly encouraged to attend the in-person **Grant Application Training for New Projects** in Richmond on August 29, 2012 from 10:00 am to 2:00 pm. If you need further information regarding **new** applications, please contact Kassandra Edwards at 804-786-3973 or kassandra.edwards@dcjs.virginia.gov

Registration for the Grant Application Training for New Projects must be done through the DCJS website – www.dcjs.virginia.gov. Registration is required and must be completed one week before the training. The cost of the training is \$15. Lunch will be provided. Advance registration is required and is due by **August 20, 2012**. Registration information for the training can be found on the DCJS website at <http://www.dcjs.virginia.gov>.

Please print a copy of the grant guidelines and attachments and bring them with you to the training. Copies of grant guidelines and attachments will NOT be available at the training.

Current/Continuation Applicants are encouraged to contact their grant monitors if they have questions completing the application.

Eleanore Ashman	(804) 225-4060	Eleanore.ashman@dcjs.virginia.gov
Lenora Jones-Elliott	(804) 225-4320	lenora.elliott@dcjs.virginia.gov
Patricia Foster	(804) 371-8634	patricia.foster@dcjs.virginia.gov
Julia Fuller-Wilson	(804) 371-0386	julia.fuller-wilson@dcjs.virginia.gov

Summary Instructions for Completing the Application

To assist applicants in submitting complete applications, a checklist has been included as Attachment 5. The components of the application must be submitted **in the same order as the checklist**.

Applicants requesting funds for one-time projects may submit applications for both calendar years of the two-year grant cycle or they may elect to apply for funding for only one year. Applicants requesting funds for only one year of the two-year funding cycle should submit the required elements listed below for only the year for which they are requesting funding.

The guidelines indicate how each section of the application will be weighted during the review process. The budget narrative and sections of the project overview will be scored for a possible total of 100 points.

One time project applicants should follow the same rules as new on-going applicants.

Applications should include page numbers. Applications should be **double-spaced and typed in Arial 12 font**.

Copies of all forms can be found on the DCJS website at <http://www.dcjs.virginia.gov>.

Complete grant applications should contain:

1. A completed and signed DCJS Grant Application Cover Sheet (Attachment 1A) **for each calendar year** of the 24-month grant period (January 1, 2013 to December 31, 2013 **and** January 1, 2014 to December 31, 2014). The Project Administrator must sign these documents. **(all applicants)**
2. A completed itemized project budget (Attachment 1B) and a budget narrative **for each calendar year** of the 24-month grant period (January 1, 2013 to December 31, 2013 **and** January 1, 2014 to December 31, 2014). **(all applicants)**
3. A comprehensive project description for the 24-month grant period (January 1, 2013 to December 31, 2014). Instructions for completing this section can be found on **pages 18-23**.

This section should include:

- Project Overview-**new applicants only** (see **pages 18-19**)
- Need Justification-**new applicants only** (see **page 19-20**)
- Goals and Objectives-**all applicants** (see **page 20**)
- Program Progress-**continuation applicants only** (see **pages 20-21**)
- Implementation Plan-**new applicants only** (see **page 21**)

Virginia Sexual and Domestic Violence Victim Fund
2013-2014 Grant Guidelines

- Timeline
- Organizational Chart
- Evaluation Plan-***all applicants*** (see **pages 21-22**)
 - Survey
- Evidence of Community Coordination-***continuation applicants only*** (see **page 22**)
- Cooperative Agreements-***new applicants*** (see **pages 22-23**).

A list of cooperative agreements with their implementation dates (continuation applicants only). Entire **copies of revised cooperative agreements should ONLY be submitted in the following cases::**

1. New applicant
 2. Current VSDVVF program director or staff has changed.
 3. Current executive staff or elected officials of the other agencies have changed.
 4. Original agreement was signed before 7/1/09.
 5. Any part of the program (including expanded elements) has changed.
4. Completed and signed General Grant Conditions and Assurances (Attachment 4). The Project Administrator must sign this document.
 5. 501(c)(3) confirmation letter (nonprofit agencies only). ***New applicants only***
 6. Copy of the most current financial audit (non-profit agencies only). ***New applicants only***

Instructions for Completing the Cover Sheet and Itemized Budget

All applicants should submit a grant application cover sheet (Attachment 1A) and itemized budget (Attachment 1B) for each calendar year of the 24-month grant period (January 1, 2013 to December 31, 2013 and January 1, 2014 to December 31, 2014).

Applicant:

List official name of local program or state organization applying for the grant (this may be the same as the Program Title).

Local, public agencies, such as law enforcement agencies, must apply through their local unit of government.

Jurisdiction(s):

List all primary localities to be served or, if appropriate, indicate “statewide.”

Program Title:

Indicate the name of the program or organization (this may be the same as the Applicant).

Grant Period:

For 2013, list "January 1, 2013- December 31, 2013."

For 2014, list "January 1, 2014- December 31, 2014."

Type of Application:

For applicants who received funding during the 2011-2012 grant cycle, check "Continuation."

Applicants indicating that they are submitting a continuation application should also include their current grant number.

Applicants that did not receive funding during the 2011-2012 grant cycle who are requesting funds for the first time should check "New."

If your initiative is a one-time request and you will not apply for continuation funding for this project in future grant cycles, you should check "One-time request."

Project Director, Project Administrator, and Finance Director:

Project Director: List the person at the project or local level whom DCJS can contact, if further information is needed. Typically, the Project Director is the senior staff person responsible for the day-to-day activities of the grant project.

Project Administrator: List the person who has authority to formally commit the local program, the locality, or the state organization to complying with all the terms of the grant application. Typically, the Project Administrator for a non-profit agency is the President of the Board of Directors. For a local unit of government, the Project Administrator is usually the city manager or county administrator.

Finance Officer: List the individual who will be responsible for fiscal management of the funds. Typically, the Finance Officer for a non-profit agency is the fiscal manager or the Treasurer of the organization.

Note: The three people listed on the cover sheets must be three separate individuals. One of these individuals should be a person outside of the funded organization (for example, a Board officer or government official). It is very important that you provide fax numbers and email addresses as well as phone numbers for each person above.

Brief Project Summary:

Provide a short summary of the proposed project. This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the specific number of people that will to be impacted by your program in the proposed grant period. This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome.

For example:

The Heartsville Sexual and Domestic Violence Advocacy Program (HSDVAP) is requesting funds from the VSDVVF for a part-time Hispanic Outreach Advocate (HOA). The HSDVAP anticipates serving 60 domestic violence victims, 20 sexual assault victims, and 20 stalking victims between January 1, 2013 and December 31, 2013. During the grant period, it is projected that the HOA will attend 18 events or meetings in the Hispanic community.

Statewide programs should also provide a description of their proposed projects.

For example:

The Virginia Law Enforcement Association is requesting funds to conduct statewide training on law enforcement response to sexual assault for 160 officers between January 1, 2013 and December 31, 2013. Training topics will include dynamics of sexual assault, model law enforcement response to sexual assault, and a coordinated community response to sexual assault.

Project Budget Summary:

Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget category itemization pages. Round all figures to the nearest dollar.

Itemized Budget:

Itemize all budget amounts and place in appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. Round all figures to the nearest dollar.

If the initiative is requesting funds for positions that do not presently exist, please list “To Be Hired” under the column requesting the names of employees. Typically, full-time employees work 2,080 hours annually.

Instructions for Completing the Budget Narrative

10 points

Please note point value only applies to new and one-time applicants.

All applicants must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required. Requested items not thoroughly justified will not be approved for funding.

Note: Applicants must document that the personnel costs and items requested are for the exclusive use of the program or staff supported with the VSDVVF grant. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for VSDVVF project related activities. However, grant funds can support a pro-rated share of such an item. For example, if a program requests a new computer to be shared by a part-time VSDVVF advocate and another non-VSDVVF funded advocate, only fifty percent of the cost of the computer can be requested through this grant.

Personnel

- **For salaries:** List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Job descriptions and qualifications for positions to be funded through this project should be attached.

For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee. The following format should be used to detail employee benefits. List benefits for each employee separately. **For example:**

Salary	\$30,000	
Fringe		
FICA (7.65%)	\$2,295	
Medicare (1.45%)	\$435	
Retirement (7.5%)	\$2,250	
Life Insurance (.98%)	\$294	
Health Insurance	\$3,000	
Dental Insurance	\$180	
Workers' Comp (.12%)	\$36	
Fringe Benefit Total	\$8,490	
Total Personnel		\$38,490

Consultants

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. An individual consultant's rate must not exceed \$450.00 per day.

- **For organizations, including professional associations and educational institutions, performing professional services:** Indicate type of services being performed and estimated contract price.
- **Consultant Travel and Subsistence:** Estimate actual cost. The cost must be reasonable and it should also adhere to the state or local travel policy. Maximum mileage rate is .55 cents a mile.

Requests for consultants will be carefully scrutinized. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

Travel

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Grantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. The state-supported mileage reimbursement rate is .55 cents a mile. Requests for a higher mileage rate must be supported with documentation that the local government or agency travel policy specifies mileage reimbursement at a higher rate. Justify travel by explaining its relevance to job duties.

Requests for funding to support attendance at national level trainings will **not** be considered.

Equipment

DCJS strongly encourages applicants to request only equipment that is essential to the program. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Each item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items would provide or enhance services to victims of and/or children affected by domestic violence, sexual abuse, stalking, or family abuse. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for project related activities. However, grant funds can support a pro-rated share of such an item.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

For each itemized cost, show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone -- long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g. the photocopying cost estimate was determined based on factors including X number of staff; Y number of community presentations; Z average monthly cost of copies, etc.)

DCJS discourages requests for office space rental and will closely scrutinize office space rental requests. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

Indirect costs are not allowed.

Cash/In-Kind Support from Sources Other Than Grant Program Sustaining This Project

Applicants may list source and amount of cash and in-kind support from the other sources that sustain this project. Applicants can add an attachment of this listing if more space is required.

Applicants are reminded that no matching funds are required for VSDVVF grants.

Instructions for Completing the Project Description

90 points

The Project Description includes the Project Overview, Need Justification, Goals & Objectives, Program Progress, Implementation Plan, Evaluation Plan, and Evidence of Community Coordination. This section must not exceed **15 pages for new applicants and 10 pages for continuation applicants**. These page limits do **not** include any new or revised cooperative agreements that may be included with your application. These page limits also do **not** include the list of current cooperative agreements with implementation dates, which will be submitted by continuation grantees.

All applicants must adhere to the page limitations for each section of the Project Description. The Project Description should be **double spaced and completed in Arial 12 font.**

Label each section (i.e. Program Overview, Goals and Objectives, etc.) and provide the letter of each question or requirement. Limit miscellaneous attachments that are not specifically outlined in the project description.

Project Overview

New and one time project applicants only

3 page maximum

Score value: 20 points (new applicants)

a) What is the overall goal of the project?

- b) How will the project provide services to victims of and/or children affected by sexual violence, domestic violence, stalking and family abuse?
- c) How will these activities improve safety for victims of and/or children affected by sexual violence, domestic violence, stalking and family abuse?
- d) What activities will your program implement with this grant to address sexual violence, domestic violence, stalking and family abuse?
- e) When will the activities take place?
- f) What jurisdictions will benefit from these activities? Indicate if statewide.
- g) How many clients will this project serve during the 24-month grant period?
- h) Are there other programs in your service area that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking and family abuse? What services do these programs provide?
- i) *If you are proposing an initiative to improve services to victims of sexual violence, do you participate on, or provide staff support to a sexual assault response team? Who are the other participants? Have you developed any local protocols to address sexual violence?*
- j) *If you are proposing an initiative to improve services to victims of domestic violence, do you participate on, or provide staff support to a coordinated community response to domestic violence? Who are the other participants? Have you developed any local protocols to address domestic violence?*
- k) Has your agency or community developed any protocols to address stalking?

Need Justification

New and one time project applicants only

3 page maximum

Score value: 30 points (new applicants and one-time applicants)

- a) Describe the need for the program and the persons to be served.
Applicants may include statistics from their local victims' services program(s), law enforcement agency, or prosecutor's office, as well as court records and/or crime statistics.
- b) Document how the need or demand for these services exceeds those available.
Document how the present training or services are not meeting the needs of the recipients, i.e. not extensive enough, too far away, too expensive, do not exist, etc. If applicable, document the number of victims that are un-served or underserved.

- c) Describe how the services provided will be designed/coordinated to lessen the possibility of duplication of effort.
- d) Describe in what ways your VSDVVF initiative will address one or more of the funding priorities listed on page 5-6.

Goals and Objectives

All applicants

5 page maximum

Score value: 10 points (all applicants)

Each applicant is required to provide goals, objectives, activities, and performance measures. Goals and objectives should clearly and thoroughly reflect all activities that the project will accomplish.

Complete Attachment 2 for each objective.

The purpose of quantifying this information is to establish a process for evaluating the manner and extent to which programs, projects or initiatives achieve their stated objectives (comparing EXPECTED results with ACTUAL results). Consequently, objectives and performance measures will be used to evaluate projects and the overall impact of Virginia Sexual and Domestic Violence Victim Funds.

Program Progress

Continuation applicants only

5 page maximum (1 page maximum for questions a and b; 4 page maximum for question c)

- a) Provide a brief description of the project, including the overall purpose, the persons to be served, and any applicable information on how the need or demand for these services exceeds what is currently available.

Applicants may include statistics from their local victims services program(s), law enforcement agency, or prosecutor's office, as well as court records and/or crime statistics. If applicable, applicants may document the number of victims that are un-served or underserved.

- b) Describe any changes in implementing the project as outlined in your 2011-2012 grant proposal.
- c) Continuation applicants should use **Attachment 3** to describe progress made to meet project goals and objectives. Applicants should also describe any significant **successes**, as well as **obstacles** that may have prevented you from meeting the goals and objectives outlined in your 2011-2012 grant application.

Provide the information requested in Attachment 3 for each separate goal outlined in your 2013-2014 grant proposal.

Applicants should include the original, quantifiable objectives and progress to date on these objectives. If there were any barriers or obstacles to meeting objectives, this information should also be included.

Goal: To provide comprehensive services to adult victims of sexual assault in West County.		
Objective	To-date progress	Significant Obstacles/Successes
The Sexual Assault Crisis Center anticipates providing crisis intervention services to 150 adult victims of sexual assault who reside in West County from January 1, 2011 to December 31, 2012.	From 1/1/2011 to 6/1/2012 the Sexual Assault Crisis Center has provided crisis intervention services to 116 adult victims of sexual assault who reside in West County.	A two-month delay in hiring the sexual advocate resulted in the project not meeting anticipated service targets.

Implementation Plan

New and one time project applicants only

3 page maximum

Score value: 20 points (new applicants and one time project applicants)

- a) Provide a timeline that includes all activities listed in your goals and objectives.
The timeline must clearly show if the program will be completed by December 31, 2014 or require ongoing funding beyond that date.
- b) Who (which agency and/or which staff position(s)) is responsible for implementation? Provide an organizational chart of all agency employees.
This chart should show how your agency and program fit into the larger picture in your community. Specifically show how this project and staff fit within your agency.
- c) Describe how activities will be coordinated across the various elements of the criminal justice system and victims services.
This includes community coordinating councils or other regular meetings with other agencies' staff. Submitting only cooperative agreements in response will not suffice.

Evaluation Plan

All applicants

1 page maximum

Score value:

5 points (new applicants and one time project applicants)

New applicants only:

- a) Attach a copy of the survey your program/organization plans to use to obtain feedback from those impacted by your project (i.e. client satisfaction survey, training evaluation).
- b) What data will you collect on a regular basis? Who will collect the data? How often will it be collected? Describe how you will use this information to modify your program.
Provide an assurance that the program will report quarterly to DCJS as required on page 9. Reporting instructions are available on the DCJS website at <http://www.dcjs.virginia.gov/victims/sdvvf/index.cfm>
- c) Describe how you will determine the overall effectiveness of your program.

Continuation applicants only:

- a) Obstacles encountered in meeting the project's 2011-2012 grant goals and objectives were listed in the "Program Progress" section. For each obstacle listed, describe a plan for ensuring that project goals and objectives are met during this funding cycle.

Evidence of Community Coordination

Continuation applicants only

1 page maximum

Continuation applicants are required to answer the following questions regarding community coordination:

- a) At what level has the agency or organization that receives VSDVVF funding participated in the local Domestic Violence and/or Sexual Assault Coordinating Council?
- b) What role (if any) has agency staff filled within the local Domestic Violence and/or Sexual Assault Coordinating Council in the past three years (i.e. Chair, Recorder, Agency Rep.)? Describe the role (if any) the VSDVVF-funded staff person filled on the coordinating council.
- c) How often does the local Domestic Violence and/or Sexual Assault Coordinating Council meet?
- d) What significant activities or products has the local coordinating council produced in the past three years?

Cooperative Agreements

All Applicants

Score value: 5 points

All applicants are required to maintain cooperative agreements with allied professionals in the project service area. Cooperative agreements should be established with the agencies listed below **in each locality** you are serving. If your project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Cooperative agreements should include specific roles and responsibilities of each agency signing the agreement. Each cooperative agreement should have an implementation date, a review date and be signed by persons who have the authority to implement the agreement. At a minimum, cooperative agreements should be renewed every three years.

Projects are required to have cooperative agreements with the following agencies:

Law enforcement agencies
Sexual assault crisis centers
Victim/Witness programs

Prosecutors' offices
Domestic violence programs

Depending on the objectives of the project, cooperative agreements with the following agencies are also encouraged:

Court service units
Medical professionals
Legal aid offices
Mental health offices

Forensic nurse examiner programs
Social services
Offender treatment programs

New applicants and one time project applicants should include **copies of signed cooperative agreements** with the above listed agencies.

Continuation applicants should submit a **list** of current cooperative agreements and their implementation dates. **Entire copies of revised cooperative agreements should ONLY be submitted in the following cases:**

- Current VSDVVF program director or staff has changed.
- Current executive staff or elected officials of the other agencies have changed.
- Agreement was signed before 7/1/2009.
- Any part of the program (including expanded elements) has changed. For example, your program (Program A) has a cooperative agreement with another organization (Program B). Program A receives a VSDVVF grant, allowing Program A to provide expanded services. These VSDVVF-funded services require additional coordination with Program B. The cooperative agreement between Program A and Program B must be updated to specifically outline how the two agencies will coordinate these new services.

If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with the agency.

General Grant Conditions and Assurances

Applications should include the General Grant Conditions and Assurances (Attachment 4) signed by the Project Administrator.

Forms and Attachments

Attachment 1A:	Grant Application Form Cover Sheet
Attachment 1B:	Grant Application Form Itemized Budget
Attachment 2:	Goals and Objectives
Attachment 3:	Project Progress Chart (continuation applicants only)
Attachment 4:	General Grant Conditions and Assurances
Attachment 5:	Grant Application Checklist
Attachment 6:	Maximum Amount of Funds requested (continuation applicants only)